



ISSUE DATE: February 21, 2019

CLOSING DATE: March 7, 2019

SALARY: P95: \$42,895.85

NUMBER OF POSITIONS: 2

OPEN TO: ☐ Department-Wide (Department of Community Affairs Employees ONLY)
☐ All Departments/Agencies (State Employees with permanent status ONLY)
☒ General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain a certification as a Quality Control Inspector, issued by an agency accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Program Notice 14-4. Training is required to be successfully completed subsequent to advancement to the primary title, Program Specialist 1, Socio-Economic Programs.

LICENSE:

ADVANCEMENT: Appointees who successfully complete the 12 month training period will be eligible for advancement to one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs). The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

- ☐ A promotable eligible exists within the unit scope.
- ☐ A promotional list exists within the unit scope.
- ☐ An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR 19-0020
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resumel@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment **UNLESS OTHERWISE EXEMPTED FROM THE LAW.**

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018